



MEMORANDUM

TO: Honorable Mayor Alex Penelas
Honorable Chairperson & Members
Board of County Commissioners

DATE:

FROM: Steve Shiver
County Manager

SUBJECT: Miami-Dade County
Strategic Plan –
Commissioner Briefing

As you know, Miami-Dade County is undertaking an unprecedented countywide strategic planning initiative to develop our vision of the future for Miami-Dade County government, determine the goals and strategies required to achieve that vision, and provide a clear mechanism for government accountability to the residents.

To provide you with additional information on the project, I am inviting you to attend a breakfast briefing workshop on September 5, 2001 at 8:30 a.m. in Conference Room 29-A of the Stephen P. Clark Center. I hope this will provide an informal setting where we can review with you and your staff the approach that will be used to guide and facilitate our strategic plan development process. We will also introduce you to the consultants who will be assisting us with this process, MGT of America, Inc.

The consultant, in conjunction with the Office of Performance Improvement, is also conducting one-on-one interviews with you and your staff. I hope that your perspective and input will help guide the development of the vision, mission and guiding principles statements as we move forward with involving the community.

Your involvement over the next 18 months is critical to the success of this project. I have, therefore, also requested that you designate one person on your staff who will be available to participate in the additional briefings and workshops that the strategic plan development process will entail. The Office of Performance Improvement will contact your office to obtain the name of your designee, confirm your attendance at the briefing, and arrange a convenient date for your interview. Alternatively, you may wish to use the attached form to fax this information directly to 305-349-6190.

I look forward to seeing you at the September 5th briefing along with your designated strategic planning representative. Please contact George Burgess or me if you have any comments or questions.

Attachment

c: Honorable Joseph P. Farina, Chief Judge
Honorable Harvey Ruvin, Clerk of the Courts
Honorable Bennett Brummer, Public Defender
Honorable Katherine Fernandez-Rundle, State Attorney
Robert A. Ginsburg, County Attorney
Robert Meyers, Executive Director, Commission on Ethics and Public Trust
Christopher Mazzella, Inspector General
Kay Sullivan, Clerk of the Board
Eric McAndrews, Chief Legislative Analyst
County Manager's Staff

**MIAMI-DADE COUNTY
STRATEGIC PLANNING INITIATIVE
BRIEFING CONFIRMATION AND STAFF DESIGNATION FORM**

We have scheduled a breakfast meeting at 8:30 am on September 5th with the Mayor and Commissioners to outline the approach that will be used to guide and facilitate our strategic plan development process. We anticipate approximately a one-hour meeting.

Commissioner _____ will / will not be able to attend.
(circle one)

The Commissioner's representative _____
will attend. (name of representative)

In addition to the breakfast briefing, the consultant and the Office of Performance Improvement will be conducting one-on-one interviews with the Mayor and the Commissioners to obtain input for the development of the vision, mission and guiding principle statements for Miami-Dade County. We are planning 30 minutes for the interview.

Please schedule my interview date for _____ at _____
(date) (time)

at the following location _____.

We have also requested that the each Commissioners designate a staff representative to work closely through the plan development process. It would be helpful for that person to participate in the interview also, if possible.

My staff designee for the Miami-Dade County Strategic Planning Initiative is

_____.

You may return by fax to the Office of Performance Improvement (OPI) at 305-349-6190 or OPI will contact your office to confirm.

Thank you.